



3 March 1978

Memorandum for: DDCI

Attached is a volume reflecting correspondence and requirements we have suspended. There are only two which may warrant your personal attention:



 and I would like to meet with you a few minutes next week and review with you how this system works.


B.C. Evans

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"HOW THE SUSPENSE SYSTEM WORKS"

1. The Executive Secretariat (ES) reviews internal and external correspondence and determines whether action is required, selects an action office and assigns a completion or suspense date based upon the following:

- a. Contact with action office;
- b. Internal suspense within the correspondence;
- c. Presidential or Vice Presidential three working day rule;
- d. Congressional five working day rule;
- e. DCI's two day rule prior to scheduled NSC/PRC/SCC meetings; and
- f. Other factors, i.e., DCI schedule, etc.

2. ES monitors the system by:

- a. Sending a written reminder to the action office the day before the suspense is due which includes an ER extract and requests a status report;
- b. Sending a second written reminder to the action office three days after status report from action office has been received depending upon type of correspondence; and
- c. Personal contact with action office after five days from original suspense depending upon type of correspondence.

3. In addition, ES provides a periodic report to the Director and Deputy Director and action offices on all pending and overdue correspondence.

4. And finally, ES provides written alert notices to action offices changing suspense dates after a review of DCI/DDCI projected calendars and known requirements.

Executive Registry

78-4221

16 January 1978,

MEMORANDUM FOR: Admiral Turner *ST* 17 JAN 1978
FROM : B. C. Evans
Executive Secretary
M SUBJECT : Pending Actions/Suspense System

1. When we met last month, you asked me to develop a periodic report on outstanding items, review it with the Acting DDCI, and solicit his support in "kicking" the system on particularly delinquent items. I have reviewed the enclosed report with Jack Blake. Enclosed on the left is a draft memorandum for your signature. We concluded that this memorandum should be held in abeyance while we monitor the current system a few more weeks. On the day I am comfortable with the suspense system, we can conclude that my tickler has lost its effectiveness. I will never be completely satisfied with it. We are making some progress toward developing a computer program, and I should have something definite in this regard by 1 April. Meanwhile, we will continue to pursue, via telephone calls and notes, that which is outstanding.

2. The attached book is a working document, so I would appreciate its return as soon as it has served your purposes.

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B. C. EVANS

Attachment

*Looks good - Key it up & pass
to call to new DDCI*

JAN 18 10 30 AM '78

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